

**LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES**  
**1<sup>st</sup> Floor Conference Room, Oneida County Courthouse**  
**April 22, 2015**

**CALL TO ORDER**

Vice Chairman Fried called the LRES Committee to order at 9:00 a.m. in the 1<sup>st</sup> Floor Conference Room of the Oneida County Courthouse. It was noted that this meeting had been properly posted in accordance with the Wisconsin Open Meeting Law and meets the Americans with Disabilities Act.

**LRES COMMITTEE MEMBERS PRESENT:** Ted Cushing, Billy Fried, David Hintz, Sonny Paszak, Carol Pederson

**LRES COMMITTEE MEMBERS ABSENT:**

**ALSO PRESENT:** Lisa Charbarneau (Labor Relations/Employee Services); Freeman Bennett (Highway/Solid Waste Departments); Kyle Franson (Register of Deeds); Margie Sorenson (Finance); Jenni Lueneburg (secretary)

**APPROVE AGENDA**

Motion by Paszak to approve the agenda for the present meeting. Second by Pederson. All members present voting 'Aye'. Motion carried.

**APPROVE MINUTES**

Motion by Hintz to approve the minutes of the April 9, 2015 meeting as presented. Second by Paszak. All members present voting "Aye". Motion carried.

**DEPUTY I REGISTER OF DEEDS VACANCY REVIEW APPEAL**

Charbarneau presents vacancy information. Charbarneau notes that there was another resignation in the Register of Deeds office this week and asks the committee to take this information into consideration when deciding whether to fill this vacancy. Hintz asked Franson how many employees are in his office; Franson states when fully staffed, he has four employees. Fried inquired about computer updates in the Register of Deeds office; Franson states the upgrades are complete and provided details of the upgrades. Further discussion held on vacancy.

*Cushing joined the meeting at 9:07a.m.*

Motion by Paszak to approve filling the Deputy I Register of Deeds vacancy. Second by Hintz. Further discussion on any reorganization needed of the office. All members present voting 'Aye'. Motion carried.

**VOUCHERS, REPORTS AND BILLS**

Committee reviewed vouchers and bills. Motion by Paszak to approve the bills and vouchers as presented. Second by Fried. All members present voting 'Aye'. Motion carried.

### **EQUIPMENT OPERATOR/MECHANIC HWY. DEPT. VACANCY REVIEW APPEAL**

Bennett states one of his employees is choosing to return to his previous job with utilities. Discussion held on the qualifications required of applicants, future vacancies and turnover within the department. Bennett feels the highway needs to maintain employee numbers due to a busy construction season coming up with many projects planned. Motion by Fried to approve the Highway Department vacancy review appeal as presented. Second by Hintz. All members present voting 'Aye'. Motion carried.

### **EXEMPT-SALARIED EMPLOYEE COMP TIME**

Charbarneau requests feedback regarding the draft Compensatory Time policy provided to committee members that the committee requested Charbarneau put together. Charbarneau states some information for the draft policy was gathered from a variety of different counties. Discussion held on the proposed updates to the policy, the purpose for the policy and how the policy would be best structured. Committee members provided their views on the policy and questions were answered. Cushing states before any further action is taken, he would like feedback from department heads on these proposed changes. Fried states he would like to see compensatory time of employees be better tracked, reviewed and approved on a regular basis and emphasizes the need for consistency. Discussion was held on Fried's comment and private sector practices for compensatory time. Cushing reiterates that he wants to hear department head feedback prior to the committee proceeding. Committee agrees to have Charbarneau gather feedback from department heads on draft policy and feedback will be presented at a future meeting.

### **EMPLOYEE HANDBOOK – ACTING PAY/SHERIFF DEPARTMENT**

Charbarneau states Sheriff Hartman is proposing changes to the active pay policy that he feels will result in a savings to Oneida County. The proposed policy provides a temporary 4% increase in pay to an employee's wages if they take on the duties of another position during an extended leave of an employee in a vital position. Discussion held on details of proposed change. Committee directs Charbarneau to consult with the ITS department on costs of changing this procedure. Motion by Fried to approve the proposed handbook change by the Sheriff's Department in regards to acting pay as presented. Second by Pederson. Further discussion held. Fried rescinds his motion. Committee agrees to table this issue in order to gather costs from the ITS department and to have Sheriff Hartman present for further discussion.

### **EMPLOYEE PHOTO ID UPDATE**

Charbarneau reports visiting the Oneida County Sheriff's Office earlier in the week to view their ID card software and hardware. ITS has provided estimated costs of about \$2,900 for the main piece of hardware needed. Fried had previously inquired about continuing to use the Sheriff's Office ID card equipment for all county ID cards needed rather than buying additional ID card equipment for the Courthouse location. Charbarneau reports that Grube/ITS feels the increased need for ID cards would be an unreasonable request for her staff member located at the Sheriff's Office. Charbarneau clarified that only one printer and computer are available at the Sheriff's Office for generating county ID cards. Grube has reassured Charbarneau that ITS's budget can handle purchasing another printer, camera and software for use at the Courthouse for employee ID cards. Charbarneau states prior to the ID cards being presented to all county employees, a policy would need to be put in place on use of the ID cards. Fried questions the need to purchase additional ID card equipment; discussion held. The matter was tabled and Charbarneau will bring costs to a future meeting for discussion.

### **WELLNESS/HEALTH UPDATES**

Charbarneau reports that the Health Enhancement program is starting the 3<sup>rd</sup> session of Weight Watchers. GHT (Group Health Trust) started their annual spring walking program, 644 teams participating this year, several teams from Oneida County.

### **OUT-OF-COUNTY TRAVEL**

Charbarneau requests to attend the WACPD Spring Conference in Wausau. Charbarneau would specifically like to attend due to presentations on civil rights, given that she is the civil rights officer for the county. Motion by Hintz to allow Charbarneau to attend the requested training. Second by Paszak. All members present voting 'Aye'. Motion carried.

### **FUTURE MEETING DATES**

- Joint Administration and Labor Relations/Employee Services Committees meeting
  - April 28, 2015 at 9:30 a.m. in First Floor Conference room, Courthouse
  - Hintz appointed Holewinski to LRES Committee for this meeting due to Cushing and Paszak unable to attend
- Labor Relations/Employee Services Committee meeting
  - May 11, 2015 at 1:00pm in First Floor Conference room, Courthouse
- Joint Labor Relations/Employee Services and Conservation/UW-Extension Committees Meeting
  - May 12, 2015 at 11:30 a.m.
  - Meeting to be held in Rhinelander/Oneida County Airport conference room

(No Labor Relations/Employee Services meeting on May 13, 2015)

- Labor Relations/Employee Services Committee meeting
  - May 27, 2015 at 9:00 a.m. in First Floor Conference room, Courthouse

### **FUTURE AGENDA TOPICS**

Compensatory Time policy

Employee Photo ID

Acting Pay

### **PUBLIC COMMENTS**

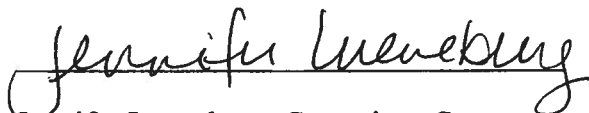
None

### **ADJOURNMENT**

Motion by Hintz to adjourn. Second by Cushing. All members present voting 'Aye'. Motion carried. Meeting adjourned at 10:12 a.m.



Ted Cushing, Chairman



Jennifer Lueneburg, Committee Secretary